

Retention and Classification Report

Agency: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot (1037)
2150 West 500 South
Salt Lake City, UT 84104
973-0592

Records Officer

82716	Billings files summary
82715	Daily impound and release log
82714	Impounds and releases files
82718	Mail metering accounting
82720	Monthly impound report
82717	Overtime slips
82721	Receipt books
82724	Surplus property files
82723	Surplus property log
82722	Vehicle auction files
82719	Vehicle release log

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82716

3

TITLE: Billings files summary

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain daily information on all vehicle impounds. They are used to verify billings. These files include date impounded, address impounded from, case number, towing charge, overtime charge (if applicable), make and year of vehicle.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based upon the basic three year audit period.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82715

3

TITLE: Daily impound and release log

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are daily logs of all vehicles impounded and those released. These logs include time, case number, whether vehicle impounded, released, or a dry run; make and year of vehicle; wrecker driver name, license number, whether keys in vehicle, whether vehicle locked, valuables placed in office (if applicable), and amount of money received.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82714

3

TITLE: Impounds and releases files

DATES: 1981-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 3.60 cubic feet.

DESCRIPTION:

These files contain four different forms concerning the impounding of motor vehicles. Vehicles are impounded according to the provisions of Salt Lake City Ordinance 46-20-284. They are used for audit purposes. These files include impound form (date and time received, auto description, name of officer impounding, charges against vehicle, visible damages, company and driver towing, local location information and case number); vehicle damage report (all damages and condition of vehicle at time of impoundment); release form (amount charged, description of vehicle, name, address, driver's license number, signature of person released to, name of person releasing vehicle, deadline date for removal of vehicle, and certification of date and signature of responsible person releasing city from claims); and release of person property from vehicle form (items released, case number, date, name of person released to, signatures of records agent and requesting party).

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82714

TITLE: Impounds and releases files

(continued)

APPRAISAL:

Administrative Fiscal

This retention is based on the basic three year audit period.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82718

3

TITLE: Mail metering accounting

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files record charges applied against each department's budget for amounts of outgoing mail. They are used for billing purposes and to compile monthly reports for Finance Department. These files include daily tabulation of number of items mailed per department.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Fiscal

This retention is based upon the basic three year audit period.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82720

3

TITLE: Monthly impound report

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are monthly reports of all vehicles impounded and released.
These reports include number of releases and impounds and amount
of money generated.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed
by the division.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82717

3

TITLE: Overtime slips

DATES: 1982-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These forms are completed to show overtime showed against vehicles in accordance with present city towing agreement. The towing company charges the city a flat fee per city agreement, anything extra (clean up of wreckage, use of dollies, etc.) is considered overtime and requires the completion of this form. Includes number, name, address and phone number towing company, date, description of vehicle being towed, license number, location of pick up, reason for towing, comments, driver's name, truck number, amount of charges, and signature of person receiving vehicle.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82717

TITLE: Overtime slips

(continued)

APPRAISAL:

Administrative Fiscal

This retention is based upon the basic three year audit period.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82721

3

TITLE: Receipt books

DATES: 1982-

ARRANGEMENT: Numerical by preassigned number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are copies of receipts given for money received from the auction of impounded vehicles or unclaimed equipment. They are used for audit purposes. These copies include receipt number, date, name and address, amount received, case number, signature of person receiving money, and assigned number of sale.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Fiscal

This retention is based upon the previously approved general retention schedule: November 1985--3 years.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82724

3

TITLE: Surplus property files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain copies of forms recording all surplus city property stored at the Impound Lot. This form is transmitted with the surplus property from the Division of Fixed Assets. These files include date received, item, description, date and location if transferred from lot, person receiving property, and identification number (if applicable).

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82723

3

TITLE: Surplus property log

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These logs contain a listing of all surplus city property stored at the Impound Lot. These logs include date received, item, description, date and location if transferred from lot, person receiving property, and identification number (if applicable).

RETENTION:

Retain 3 years or until disposition of item

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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Paper: Retain in Office for 3 years or until disposition of item and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82722

3

TITLE: Vehicle auction files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain all documentation associated with the auction of autos or other property that was impounded and remained unclaimed by owner. The police department determines which items are to be auctioned. These files include list of saleable vehicles, record of each vehicle, purchaser's name, amount paid, case number, auction assigned number, sale price, and vehicle description (make, year, color, license number and serial number).

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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APPRAISAL:

Administrative Fiscal

This retention is based upon the basic three year audit period.

AGENCY: Salt Lake City (Utah). Administrative Services. Fleet Managment.
Impound Lot

SERIES: 82719

3

TITLE: Vehicle release log

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These logs record each impounded vehicle released. They are used to verify number of releases and number of days vehicle was stored. These logs include date released, to whom released, case number, amount received, and number days paid for.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

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Administrative

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